

HEADQUARTERS
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CALIFORNIA ARMY NATIONAL
GUARD REGULATION 385-10

SAFETY AND OCCUPATIONAL HEALTH PROGRAM

FOR THE GOVERNOR:

PAUL D. MONROE, JR.
MAJOR GENERAL
The Adjutant General



OFFICIAL:

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History. This is a new regulation.

Applicability. This regulation applies to all personnel and activities of the California Army National Guard including federal and state employees.

Proponent and Exception Authority. The proponent and exception authority for this regulation is the State Safety and Occupational Health Office. Supplementation is prohibited without prior written consent from the Safety Officer.

Interim Changes. Interim changes are not official unless they are authenticated by the State Safety Office.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Office of the Adjutant General, P.O. Box 269101, Sacramento, CA 95826-9101, ATTN: Safety and Occupational Health Office (CASO).

Distribution. Distribution is Army-A.

CHAPTER 1 INTRODUCTION

1-1. Purpose

This regulation establishes and prescribes the policy, responsibilities, and procedures to protect and preserve CAARNG personnel and property against accidental loss. It provides for public safety incident to Army operations and activities, and safe and healthful workplaces, procedures, and equipment. This regulation assures statutory and regulatory compliance.

1-2. References

Required and related publications and forms are listed in appendix A.

1-3. Responsibilities

a. The Adjutant General has overall responsibility for the establishment, supervision, and directions of the Safety and Occupational Health Program within the CAARNG. This includes:

- (1) Provide a safe and healthful workplace and environment.
- (2) Provide risk management training to military and civilian personnel, as well as providing hazard recognition and abatement training specific to the work site or activity.
- (3) Establish standing operating procedures (SOPs) that will foster safe practices and procedures.
- (4) Monitor workplaces and practices to ensure adherence to established procedures and the prompt correction of unsafe acts.
- (5) Investigate accidents to determine causes and prevent recurrence.
- (6) Establish and enforce procedures for plans that assure maximum safety during training and tactical operations.
- (7) Establish procedures for expeditiously funding and fixing hazards based on risk assessment codes (RACs) on a worst-first basis.

b. Commanders at all levels will be responsible for protecting personnel, equipment, and facilities under their command; effective implementation of safety and occupational health policies; and the integration of the risk management process in to their safety and occupational health program.

c. Supervisory and operating personnel who direct or affect the actions of others will:

- (1) Be responsible for accident prevention to the same extent that they are responsible for production or services.
- (2) Maintain a safe and healthful workplace.

Assure that employees under their supervision observe appropriate safety and occupational health rules and regulations, including the use of protective clothing and equipment (PCE) provided for their protection.

(3) Promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. They will not initiate or support reprisal action against employees who identify hazards, raise safety concerns or engage in authorized safety and occupational health activities.

(4) Use the risk management process during the planing, preparation for, and execution of all operations for which they are responsible.

CHAPTER 2

CA ARNG SAFETY PROGRAM STRUCTURE AND ACTIVITIES

2-1. Organizational Structure

Commanders will:

a. Designate a command safety and occupational health official to exercise staff supervision over safety and health, risk management, and accident prevention activities. Duties performed by this official will include the full range of program management responsibilities.

b. Ensure the designated command safety and occupational health official will be a member of the commander's special staff reporting directly to the commander.

c. Ensure that designated command safety and occupational health officials meet Office of Personnel Management Standards for the positions of Occupational Safety and Health, GS 018/803.

d. Organize and staff a comprehensive Safety and Occupational Health Office under the direction of a designated command safety and occupational health manager. This office will organize and administer a safety program that includes the following:

(1) Accident reporting

(2) Workplace safety

(3) Range safety

(4) Explosive safety

(5) Tactical safety

(6) Radiation safety

(a) This program prescribes the responsibilities regarding the control of ionizing and non-ionizing radiation as it effects the workplace environment. Mandatory procedures are developed to insure the minimum exposure is received by radiation workers.

(7) Hazardous materials safety

(8) Occupational Health

(a) This program is designed to provide the worker current information in the form of pamphlets, brochures and multi-media materials on individual health issues, injury prevention and physical fitness.

(9) Medical Surveillance

(a) Medical surveillance is a program that involves job-related, pre-placement medical examinations, which determine a worker's physical and mental ability to perform a specific job. Periodic examinations are also employed to monitor the effects of the worker's exposure to specific bio-logical, physical or chemical agents at the work site. The State Safety and Occupational Health Office will incorporate medical surveillance requirements within each individual regulation or program, as required.

(10) Industrial Hygiene

(a) This program is designed to identify and measure work site hazards. The degree of the hazard will determine abatement constraints, protective clothing, and/or equipment necessary to reduce the exposure to acceptable levels.

(11) Hearing Conservation

(a) This program is designed to prevent hearing loss from excessive noise exposure at the workplace. This is accomplished by employee education, and baseline and annual audiograms. An important aspect of hearing conservation is the proper fitting of ear protective devices. CA ARNGR 385-9, Hearing Conservation, is the governing regulation.

(12) Respiratory Protection

(a) This program establishes policy and administrative controls in order to protect the worker from harmful exposure to respiratory irritants.

(13) Occupational Vision

(a) This program is designed to protect the worker's eyesight in eye-hazardous occupations and environments. It establishes the requirements and procedures for requesting plano (non-prescription) and prescription eyewear. Education and employee awareness are vital to this program. DA Pam 40-506 Vision Conservation, is the governing regulation.

(14) Other loss control elements

e. Provide sufficient funds and other resources to carry out all responsibilities designated in this regulation to assure safety and OH program effectiveness. This staff will perform standard accident prevention functions and tasks as outlined in chapter 5. Safety, occupational health, fire prevention, environmental protection, and injury compensation staffs will work in close coordination on matters of mutual concern.

f. Appoint additional duty safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel. In troops units, this includes company level or equivalent organizational components. These unit safety personnel—

- (1) Be appointed in writing on orders
- (2) Be a commissioned officer/warrant officer at battalion and higher unit levels
- (3) Be in the rank of staff sergeant or higher at company level
- (4) Have completed, or will complete, a local unit safety officer course
- (5) Have 1 year or more retainability in the unit upon duty appointment
- (6) Give their safety officer duties proper priority
- (7) Report directly to the commander on safety-related matters

g. Support efforts to develop military and civilian safety expertise through training programs, effective career development, and management procedures.

h. Provide safety, occupational health, and related loss control services to tenant and satellite commanders in support of their statutory and regulatory responsibilities. Installation commanders have responsibilities for safety of people, the environment, and public on their installation.

i. Establish at MACOM, installation, armory, and unit levels a Safety and Occupational Health Advisory Council. This council will make recommendations to the commander and perform such additional safety and occupational health tasks as the commander or the council may direct. Committees will specifically be formed at the State Military Depot, each Organizational Maintenance Shop, Combined Support Maintenance Shop, Mobilization and Training Site, Army Aviation Support Facility, Army Aviation Flight Activity, United States Property and Fiscal Office, Aviation Classification and Repair Activity Depot, Camp Roberts, Camp San Luis Obispo, and San Luis Obispo Joint Forces Training Base. Committee membership will follow the guidelines set forth in NGR 385-10.

- (1) Such councils will be chaired by the commander.
- (2) Such councils will meet quarterly and will publish minutes of the meetings.

j. STATE SAFETY AND OCCUPATIONAL HEALTH COUNCIL

The State Safety and Occupational Health Council has responsibility to assist the Adjutant General in implementing safety and occupational health policies for the CAARNG which cannot be resolved at lower echelons. The council will meet at least quarterly. Membership will include representatives from major organizations and activities within the CAARNG. Membership will consist of the following:

- (1) Deputy Adjutant General, Army, Chairman
- (2) Director Army Aviation (Assistant Chairman)
- (3) Director, Organization and Training
- (4) Representative, 40th Infantry Division
- (5) Representative, Camp Roberts

- (6) Representative, 49th CSC
- (7) Director, Military Personnel Officer
- (8) Director, Maintenance
- (9) State Safety and Occupational Health Manager
- (10) Environmental Planner
- (11) Occupational Health Nurse
- (12) Representative, AVCRAD
- (13) Representative, USPFO
- (14) Representative, Los Alamitos JFTB
- (15) Representative, Camp San Luis Obispo
- (16) State Command Sergeant Major

k. Adjutant General—

The Adjutant General has overall responsibility for the establishment, supervision and direction of the Safety and Occupational Health Program within the California Army National Guard.

l. Deputy Adjutant General, Army—

The Deputy Adjutant General, Army, will serve as the Chairman, State Safety and Occupational Health Council. His role will primarily consist in implementing the safety and health policies of the Adjutant General.

2-2. Operational Procedures

Leaders and managers are responsible for integrating risk management into all Army processes and operations. Safety and occupational health staffs will provide risk management training, tools, and other related assistance. Leaders and managers will—

a. Ensure that physical standards for facilities and equipment meet or exceed safety and health standards established in pertinent host government, Federal, State, and local statutes and regulations and in Army regulations. Specific requirements and guidance for applying such standards are in chapter 3.

b. Ensure that the risk management process is incorporated in regulations, directives, SOPs, special orders, training plans, and operational plans to minimize accident risk and that SOPs are developed for all operations entailing risk of death, serious injury, occupational illness, or property loss. The risk assessment matrix can be tailored by the commander for the type of hazard identified. The risk assessment matrix in FMs 100-14 and 101-5 should be used for military training and operational hazards. Effective integration of risk management into military decision-making process for military training and operations may be found in FMs 100-14 and 101-5.

c. Post DD Form 2272 (Department of Defense Safety and Occupational Health Program) in all industrial workplaces.

d. Ensure that appropriate safety and occupational health training is provided as follows:

(1) All military and civilian employees will be provided the training and education necessary to achieve the skills listed below. This training, as a minimum, will be in accordance with subpart H, part 1960, title 29, Code of Federal Regulations (29 CFR 1960).

(a) Recognize the hazards and accidents associated with their duties and work environment and know the procedures necessary to control these risks and work safely.

(b) Know their accident prevention related rights and responsibilities as outlined in relevant statutes and regulations.

(2) Commanders, supervisors, and safety and OH staff personnel will be provided specialized training to enable them to properly execute their safety, OH, and risk management leadership and staff responsibilities.

(3) Safety education and promotional materials such as posters, films, technical publications, pamphlets, incentive items, and related materials such as posters, films, technical publications, pamphlets, incentive items, and related materials are proven cost-effective safety awareness tools.

e. Ensure personnel are protected from reprisals for exercising lawful OSH rights.

f. Establish specific plans to assure continuity of safety and OH program services during tactical operations or mobilization. Such plans will be developed by all organizations and commands having a combat or combat support mission.

g. Conduct annual safety and loss control program evaluations of subordinate commands using results oriented criteria.

h. Develop effective programs to reduce injuries and illness to ensure that—

(1) All injuries and illnesses have been thoroughly investigated and the facts from the investigation have been documented on appropriate reports and forms.

(2) Accident reports and compensation claim forms have been properly completed designating the injured employee's major command and servicing civilian personnel office.

i. Establish procedures to ensure required PCE for personnel are provided, used, and maintained in accordance with part 1910, title 29, Code of Federal Regulations (29 CFR 1910).

(1) Military personnel. PCE will be furnished to military personnel performing industrial activities similar to those performed by civilian personnel.

(2) Issuance of special clothing and equipment to Army civilians. Special clothing and equipment include clothing and equipment needed for the protection of personnel to perform their assigned tasks efficiently under extreme conditions or situations. These include but are not limited to heat, cold, wetness, pressure, environmental pollution (for example, toxic or hazardous gases, vapors, fumes, or materials); deleterious animal, insect, parasitic, or amoebic life; or any combination of these conditions.

(3) Environmental differential pay. Environmental differential pay for civilian employees, when warranted, does not relieve the commander of the responsibility to provide appropriate PCE and to continue efforts to eliminate or reduce any hazardous conditions that justify such pay. Conversely, the requirement to wear PCE in any particular work environment does not, of itself, provide justification for environmental differential pay.

j. Establish and operate an effective explosives safety program to include—

(1) Exercising supervision over subordinate organizations to ensure that effective explosive safety procedures are implemented and maintained to include specific plans to correct violations of explosive safety standards.

(2) Ensuring qualified safety personnel (GS/GM-018 or GS/GM-803) review explosives safety site plans, safety submissions, and facility designs for new or modified explosives sites or facilities within the safety area of explosives operations.

(3) Ensure qualified occupational safety personnel review explosives safety waivers and exemptions for facilities and equipment and provide the commander with essential risk data regarding the deficient situation.

k. Ensure that effective range safety procedures are implemented and sustained to include safety office review of all new range construction and all range waivers.

l. Publish command procedures to implement effective family, sports, and recreation safety programs and identify responsibilities for all subordinate organizations and installations.

m. Establish and operate effective tactical water safety procedures.

2-3. Prevention Program Procedures

a. Inspections and surveys. Inspections and surveys of operations and facilities will be conducted annually or more often. Standard Army Safety and Occupational Health Inspection (SASOHI) procedures which implement 29 CFR 1960.26 provisions will be used in inspections and surveys.

b. Reports of unsafe or unhealthful conditions. All CA ARNG personnel will be advised of their right and responsibility to report unsafe or unhealthful conditions.

c. Department of Labor (DOL) inspections and investigations of Army working conditions. In accordance with the provisions of Executive Order 12196 and DODI 6055.1, and within the scope of the Public Law 91-596, OSHA, and National Institute for Occupational Safety and Health (NIOSH) officials, acting as representatives of the Secretary of Labor, are authorized to conduct announced or unannounced inspections of all Army civilians workplaces except those identified as military-unique workplaces. CA ARNG Safety and Occupational Health Officials are authorized the same access, without restrictions regarding military-unique workplaces.

d. Risk Management. Risk Management is the Army's principal risk reduction process to assist leaders in identifying and controlling hazards and making decisions.

(1) Every commander, leader and manager is responsible for protecting the force and persons affected by Army operations. The five-step process is the commander's principal risk reduction process to identify and control hazards and make informed decisions.

(a) Identify Hazards

(b) Assess hazards

(c) Develop controls and make risk decisions

(d) Implement controls

(e) Supervise and evaluate

(2) The standard for risk management is leadership at the appropriate level of authority making informed decisions to control hazards or accept risks.

(3) In those circumstances where local resources are not available to control residual risks, leaders will make conscious decisions to either accept the risk (appropriate with their level of authority) or elevate the risk decision to the next higher level of leadership.

(4) The recommended approval level for high risk situations is at the next command level. Extremely high should be approved at two command levels above the risk situations.

(5) The risk management process supplements, but does not supersede, the compliance requirements of federally mandated standards, this regulation or any other regulation.

2-4. Department of the ARMY and CA ARNG Personnel

All CA ARNG personnel, military and civilian, will—

a. Comply with safety and occupational health rules, regulations, and standards.

b. Use and maintain PCE provided for their protection.

c. Report any unsafe and unhealthful working conditions and accidents to their immediate supervisor.

CHAPTER 3 SAFETY STANDARDS APPLICATION

3-1. Standards

a. All standards established by DOL pursuant to sections 6 and 19 of Public Law 91-596 are adopted as

CAARNG safety standards and will be complied with in applicable Army workplaces. Army workplaces are generally comparable to private sector workplaces.

b. Commanders and supervisors will apply OSHA and other non-DA regulatory or consensus safety and health standards to military unique equipment, systems, operations, or workplaces, in whole or in part, insofar as practicable.

3-2. Conflicts

When standards in Army and publications conflict with a legal standard such as the OSHA Act, or provide a lower degree of protection, the legal standards will apply. When the Army standards are equal to or exceed such requirements in providing workplace safety, the Army requirement will apply.

3-3. Additional Safeguards

Whenever possible, commanders and supervisors will evaluate the level of safety provided by established safety and occupational health standards to determine if additional safeguards are required. Priority for these reviews will be given to activities with high loss potential.

3-4. Standard Publications

Commanders and supervisors will ensure that publications which implement Army safety and occupational health criteria—

- a.* Reach every workplace in a form appropriate to the specific operation.
- b.* Are understood and complied with by affected personnel and implementation is enforced by supervisors.
- c.* Are applied in the procurement or renovation of material, equipment, systems and facilities.

3-5. Modification of OSHA Standards

Commanders and supervisors may not issue waivers or variances to OSHA standards. Procedures for Alternate, supplementary, and emergency standards are outlined in AR 385-10, paragraph 3-5.

3-6. Host Installation Standards

Personnel of different DA organizations, other DOD components, other Federal agencies, or private organizations who work at the same installation will be governed by installation safety standards. Conflicts concerning safety standards should be resolved by the installation commander. However, when local efforts cannot resolve these problems, they should be referred to the next higher command level to adjudicate.

3-7. General Services Administration Facilities

Deficiencies involving General Services Administration facilities will be corrected according to 29 CFR 1960.30.

3-8. Violation-correction Policy

Supervisors and heads of installations and activities will, where possible, eliminate work hazards and health risks through engineering controls or modifications. Although less desirable, management controls such as controlling the exposure time may be used to lessen personnel exposure to all hazards except noise hazards.

a. The following priorities will be used to eliminate or reduce the effects of hazards:

- (1) Engineer to eliminate the hazard or to incorporate fail-safe devices.
- (2) Guard or control the hazard including automatic monitoring and alarms.
- (3) Limit personnel exposures (duration and number of people).
- (4) Train and educate personnel to avoid hazards.
- (5) Provide protective clothing or equipment adequate to minimize injury potential.
- (6) Use color coding and signs to alert personnel of hazards.

b. PCE will be issued in situations where—

- (1) Engineering or management controls are not possible.
- (2) Development or installation of engineering controls are pending.
- (3) Short-term, non-routine operations for which engineering controls are not practical are involved.
- (4) Emergencies occur; for example, spills and associated cleanup operations, ventilation malfunctions, emergency egress, and damage control activities.

(5) Engineering or management controls cannot reduce a hazard to acceptable levels.

c. When engineering and management controls are not possible and PCE does not reduce the hazard, the operation will be suspended and guidance will be requested.

d. New equipment or systems acquired will meet Army and Federal safety and health standards so that engineering modifications, management controls, or the use of PCE will not be required.

3-9. Abatement Program

a. Procedures. An analysis of all hazards will be made to determine the degree of risk. The procedures below will be followed in analyses of safety hazards.

(1) Hazards will be risk assessed in terms of hazard severity and accident probability and assigned a risk assessment code (RAC) (FM 100-14). Cost of correction, future intended use of the facility, and availability of desirable alternative methods of control will be considered. Coordination will be effected between fire department and OH personnel to ensure that hazards identified by those organizations are entered into appropriate abatement plans according to AR 420-90, paragraph 6-9, and TB Med 503, paragraph 3-2e(2).

(2) Hazards will be eliminated on a worst-first basis. A written abatement plan must be prepared for each RAC 1 or 2 hazard whose correction will exceed 30 days. Individual deficiencies of an identical character may be grouped together into a single abatement plan or into an associated abatement project. The plans will be kept current by adding new projects and by placing completed projects in a completed projects section. The command element involved will approve abatement plans.

(3) Copies of abatement plans will be placed in each unit in the place where personnel notices are usually posted.

b. Funding for hazard abatement.

(1) Operating plans and budgets will include appropriate planning, programming, and resources to correct RAC 1 and 2 hazards from the abatement plan according to abatement priority numbers. When abatement projects require military construction funds or exceed local funding ceilings, the local commander will submit appropriate funding requests through command channels.

(2) All construction and modernization projects are required to incorporate life safety, explosives safety, fire protection, environmental, and other appropriate safety and occupational health standards.

CHAPTER 4

SAFETY AND OCCUPATIONAL HEALTH INSPECTIONS OF ARMY WORKPLACES

4-1. Standard Army Safety and Occupational Health Inspections

The procedures outlined below, designated as Standard Army Safety and Occupational Health Inspections (SASOHI), are mandatory.

a. All workplaces will be inspected at least annually by safety qualified personnel. Facilities and operations involving special hazards will be inspected more frequently as determined by qualified safety and occupational health personnel.

b. Unless specifically exempted by this paragraph, SASOHIs for all work sites will be conducted by qualified safety and occupational health professionals. The SASOHI's for work sites meeting the criteria specified below may be performed by trained, qualified and appointed collateral duty safety personnel.

(1) Criteria for work sites where SASOHI can be conducted by collateral duty safety personnel:

(a) Low risk operations as determined by a written hazard assessment specified below.

(b) Lost time job-related injury rate of no more than 10 per 1000 personnel (military and civilian) averaged for the last 3 years.

(c) Written hazard assessment (title 29 of the Code of Federal Regulations, 1910.132) for current operation on file at the work site, conducted by qualified civilian or military safety and occupational health professional.

(2) Qualifications for collateral duty safety personnel conducting Sashes include –

(a) Appointment and validation by the activity commander that personnel can accomplish tasks required in title 29 of the Code of Federal Regulations, 1960.57, and outlined below:

(b) Recognize hazards.

(c) Assess risks including the requirement and procedures to contact safety or health professionals when risks are assessed medium or higher.

(d) Advise on abatement options, complete abatement documentation, and follow-up on corrective actions.

(e) Use Occupational Safety and Health Administration standards and Army requirements appropriate to the work sites(s).

(f) Use equipment necessary to conduct a thorough inspection.

(g) Complete supervisor and/or employee training as required by title 29 of the Code of Federal Regulations, 1960.55 and 1960.59.

(h) Conduct at least one inspection accompanied by qualified safety personnel.

(3) Collateral duty personnel should conduct their inspections on a quarterly basis and a qualified safety person should accompany them on at least one inspection per year in order to assure quality inspections are being conducted.

c. SASOHI may be conducted with or without prior notice. No-notice inspections will be used when local safety and health personnel determine they will provide a significantly more meaningful assessment of the actual operating conditions and practices. However, appropriate representatives of civilian employees and recognized employee organizations will be notified when management receives prior notice of an inspection.

d. A representative of the official in charge of a workplace and an authorized representative of civilian employees will be given the opportunity to accompany the inspector during the physical inspection of workplaces.

e. The inspector conducting SASOHI may consult a sampling of personnel on matters affecting their safety and health and offer them the opportunity to identify, confidentially, unsafe or unhealthful working conditions in the work areas.

f. When an “imminent danger” situation is discovered, the immediate supervisor and activity head will be notified as soon as possible.

(1) The inspector will provide technical advice to the supervisor on the scene, who will correct the condition or cease operation and withdraw personnel from exposure.

(2) Imminent danger hazards from which personnel have been withdrawn as an interim measure will be identified on the forms described in I below.

(3) Commanders may authorize specific safety personnel to temporarily halt operations when imminent danger situations are found.

g. Upon completion of a formal inspection, a closing conference will be held with the commander or his or her designated representative, and a notice of unsafe or unhealthful working conditions will be discussed for each RAC 1, 2, or 3 hazard that was not corrected immediately. An appropriate employee representative will be given the opportunity to participate in the closing conference.

h. Written reports of violations resulting from SASOHI will be provided to the head of the activity or the commander of the unit inspected. These reports will cite hazards and safety management deficiencies and will recommend corrective actions. DA Form 4753 (Notice No. _____ of Unsafe or Unhealthful Working Conditions) may be used for this purpose. RAC 1 and 2 violations that cannot be corrected within 30 calendar days of discovery will be recorded and maintained at the installation on DA Form 4756 (Installation Hazard Abatement Plan). Written reports of inspections will be retained on file for 5 years after the deficiencies have been corrected.

i. Notice of violations for RAC 1 or 2 hazards detected during SASOHI will be recorded on DA Form 4753 or equivalent. Copies of each notice of unsafe or unhealthful conditions will be given to the appropriate official in charge of the workplace and any participating employee representative. Notices will be posted by the official in charge of the workplace where the condition was discovered. Delivery and posting will take place within 15 days of detection for safety violations and 30 days for health violations. These notices will remain posted for 3 working days or until correction, whichever is later. All posted notices will describe the nature and severity of the violation, the substance of the abatement plan, and interim protective measures.

j. All violations of standards detected during SASOHI will be entered on DA Form 4754 (Violation Inventory Log) or equivalent. This log will be used to monitor compliance. It will show all violations in order of discovery and prescribe an abatement date and the date for follow-up on correction of the deficiencies.

4-2. Department of Labor Inspections

The procedures below will be followed on DOL inspections of Army workplaces.

a. DOL inspections may be in response to a complaint from an Army employee or employee representative; they may be scheduled as part of OSHA’s annual evaluation of agency programs, OSHA target program, or in response to a fatal accident.

b. DOL representatives will be admitted to conduct inspections at selected workplaces in a reasonable manner without delay during normal working hours.

c. DOL representatives will initially report to the host installation commander or designated representative and will be accompanied at all times on the Army installation.

d. DOL representatives will, upon request, be provided available safety and health information on work sites to be visited. Such information may include data on hazardous materials in use, copies of recent DOD inspection or survey reports, accident reports and abatement project information.

4-3. Federal and State OSHA Inspections of Contractor Workplaces

Inspection of contractor workplaces by Federal and State will be accomplished according to DODI 6055.1 and 29 CFR 1960.

4-4. Army Employee Hazard Reporting

a. Procedures for employee reports of hazards will be established in accordance with 29 CFR 1960.28 and 29 CFR 1960.46. Reports under these procedures will be completed on DA Form 475 (Employee Report of Alleged Unsafe or Unhealthful Working Conditions). These reports may be anonymous.

b. All reports will be investigated by safety or health personnel.

CHAPTER 5

STANDARD SAFETY STAFF FUNCTIONS AND TASKS

5-1. General

Each safety staff in the Army has numerous basic functions and tasks. This chapter lists safety staff functions and tasks that are standard to the CAARNG Safety Office.

5-2. Standard Safety Staff Functions and Tasks....

Standard safety staff functions and tasks are shown below. The safety staff—

a. Functions as the principal staff adviser, technical consultants, and coordinators to the commander and the staff in planning, organizing, directing, and evaluating all safety and occupational health efforts within the command.

b. Provides guidance for establishing and implementing plans, policies, and procedures for conducting safety and occupational health activities at all levels of command.

c. Provides interpretation of safety and occupational health policies and procedures.

d. Budgets for resources necessary to conduct safety activities.

e. Provides technical and professional assistance to eliminate or control unsafe behavior and environments.

f. Assists subordinate commanders and supervisors in determining the numbers and qualifications of personnel necessary to ensure an effective safety program.

g. Assists subordinate commanders and supervisors in developing safety and occupational health training.

h. Determines the need to procure and distribute safety and occupational health promotional and educational materials within the command.

i. Provides technical assistance in accident investigating and reporting to ensure accuracy, completeness, and timeliness. Reviews accident reports to ensure they comply with AR 385-40.

j. Collects, analyzes, and disseminates data concerning the accident experience of the command and subordinate elements. Prepares progress reports of accident prevention and occupational health activities and other reports and studies required by higher authority.

k. Develops recommendations for corrective measures warranted by adverse accident rates or trends, hazardous conditions or procedures, and other deficiencies.

l. Ensures that adequate safe practices and safe physical standards are incorporated in operating procedures, manuals, directives, and other instructions.

- m.* Reviews plans for proposed demonstrations, exhibits, exercises, or contingencies to ensure the safety and occupational health of Army personnel and the public.
- n.* Provides loss control material and ensures high-quality training for civilian and military staff personnel at all levels.
- o.* Provides direction for the safety and occupational health segment of the civilian career program.
- p.* Maintain close liaison with other staff agencies on all relevant safety, occupational health, and ergonomics matters.
- q.* Conducts evaluations and inspections of safety programs and activities.
- r.* Investigates and analyzes field exercise accidents and other special areas to determine cause factors and provide appropriate prevention measures.
- s.* Participates in the planning, conduct, and debrief of exercises. Participates in related activities to include in-process reviews. Ensures the incorporation of safety principles into all field training operations orders.
- t.* Establishes and maintains liaison with other military services, Federal and civilian agencies, and, where appropriate, host nations to ensure cooperation on matters of mutual concern.
- u.* Develops policies, standards, and procedures for implementing accident prevention efforts.
- v.* Maintains appropriate Army safety regulations, directives, messages, and publications in a reference library.
- w.* Manages the conduct of safety and occupational health advisory councils.
- x.* Participates in MACOM/Installation Planning Boards to ensure that safety considerations are presented in Master Planning, MCA, and OMS project approvals and work order prosecutions.

CHAPTER 6

ACCIDENT INVESTIGATIONS

- a.* Accident investigations will be conducted in accordance with AR 385-40.
- b.* DA Form 285 (US Army Accident Report) and DA Form 285-AB-R (Abbreviated Ground Accident Report) will be completed for the appropriate class of accident.
 - (1) DA Form 285 will be submitted through command channels to the State Safety Office within 90 days of experiencing a Class A or B On Duty accident.
 - (2) DA Form 285 will be submitted through command channels to the State Safety Office within 30 days of experiencing a Class A or B Off Duty accident.
 - (3) A DA Form 285-AB-R (AGAR) will be completed and submitted through command channels to the State Safety Office within five days of all accidents. *Note: This is a more stringent requirement than is required by AR 385-40.*

Appendix A References

Section I Required Publications

AR 5-3
Installation Management and Organizations

AR 5-9
Interservice Support Installation Area

AR 11-9
Army Radiation Safety Program

AR 40-5
Preventive Medicine

AR 385-9
Superseded by AR 11-9

AR 385-16
System Safety Engineering and Management

AR 385-40
Accident Reporting and Records

AR 385-55
Prevention of Motor Vehicle Accidents

AR 385-62
Regulations for Firing Ammunition for Training, Target Practice and Combat

AR 385-63
Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat

AR 385-64
Ammunition and Explosives Safety Standards

AR 385-95
Army Aviation Accident Prevention

FM 21-20
Physical Readiness Training

FM 100-14
Risk Management

FM 101-5
Staff Organization and Operations

TB MED 503
The Army Industrial Hygiene Program

TB MED 575
Swimming Pools and Bathing Facilities

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation (CA ARNG 385-10).

AR 10-5
Organization and Functions, Headquarters, Department of the Army

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AR 750-10

Modification of Material and Issuing Safety-of-Use Messages and Commercial Vehicle Safety Recall Campaign Directive

AR 752-50

System Requisitioning, Receipt, and Issue System

DA Pam 385-3

Protective Clothing and Equipment

DODI 6055.1

DOD Occupational Safety and Health Program (FM&P)

DODI 6055.2

Personal Protective Equipment

EM 385-1

US Army Corps of Engineers Safety and Health Requirements Manual

FM 100-22
Installation Management

TB Med 502
Occupational and Environmental Health – Respiratory Protection Program

TB Med 503
The Army Industrial Hygiene Program

TB 700-2
Department of Defense Explosives Hazard Classification Procedures

Section III

Forms

DA Form 4753
Notice No. of Unsafe or Unhealthful Working Conditions

DA Form 4754
Violation Inventory Log

DA Form 4755
Employee Report of Alleged Unsafe or Unhealthful Working Conditions

DA Form 4756
Installation Hazard Abatement Plan

DD Form 2272
DOD Occupational Safety and Health Protection Program

DD Form 11-1-R
Management Control Evaluation Certification Statement

DA Form 285
U.S. Army Accident Investigation Report

DA Form 285-AB-R

DA Form 3645
Organization Clothing and Equipment Record